

**HAMPTON BOARD OF SELECTMEN
SELECTMEN'S MEETING ROOM
December 12, 2005 – 7:00 PM**

PRESENT: Jim Workman, Chairman
Cliff Pratt, Vice-Chairman
Rick Griffin
Ben Moore
Virginia Bridle-Russell
James S. Barrington, Town Manager
Maureen Duffy, Administrative Assistant

REGRETS:

Chairman Jim Workman called the meeting to order at 7:00 pm and introduced those in attendance.

SALUTE TO THE FLAG – Darryl Mosier led the audience in the salute to the flag.

I. ANNOUNCEMENTS AND COMMUNITY CALENDAR

Vice-Chairman Pratt said that it is nice to see all the Christmas lights lit in the community. To celebrate the Christmas spirit he suggested that people attend the Seacoast Chorale (newly named - Hampton Community Chorale) Holiday Concert on December 17 at 3pm at the First Congregational Church.

II. APPOINTMENTS

1 – ARLEEN ANDREOZZI – DOG LICENSE UPDATE

Town Clerk Arleen Andreozzi addressed the Board of Selectmen. She said that initially there were 700 unregistered dogs. The majority of that number did register. The rest were sent notices by certified mail. There were 315 unregistered dog owners who received a certified letter. Of that number 106 paid, six returned unclaimed, 176 moved out of town or no longer have the dogs and 52 remain unregistered. Mrs. Andreozzi presented the Board of Selectmen with a list of the 52 unregistered dogs and a list of 50 dogs inoculated by local veterinarians that were not registered. She suggested two different methods of managing the problem. The first being the court system the second being the animal control officer removing the unregistered dogs from their homes.

All owners were cross-referenced with auto registrations, before the certified letters were mailed. If the dog owner has a current auto registration then we assumed they were still local.

Mrs. Andreozzi mentioned that she had contacted the towns that Selectmen Pratt had suggested in regards to connecting dog licenses to car registrations. She said that these towns register cars regardless of whether or not the dogs are registered.

Vice-Chairman Pratt said that he thought the concept of connecting dog licenses to car registration was a good idea however; if it is not feasible then he will accept that.

Mr. Moore questioned if the vehicle database indicated that there was an unregistered dog belonging to the car owner. Mrs. Andreozzi stated she flagged those owners whose registrations were due during the period that she was working on the mailing certified letters (October, November and December) Mr. Moore suggested that those 52 unlicensed dogs be turned over to Animal Control for a follow up.

Mrs. Andreozzi said that the Municipal Agent Automation Program (MAAP) would enable the Town Clerk's office to be online with the State. Car registrations would no longer need to be mailed to the New Hampshire Department of Safety. This would speed up the process for car registrations and would enable the Town to issue vanity license plates and register heavy trucks (up to 26,000 lbs). The application/contract for this service requires signatures from the Board of Selectmen or the Town Manager. To accompany the MAAP system the Clerk's office will require a check validation machine that costs approximately \$45-50.

Mrs. Andreozzi told the Selectmen that she was working, along with other town and city clerks, on the software program for the statewide voter checklist. A statewide checklist is mandated by the Help America Vote Act (HAVA). Hampton is to be a pilot town and will be on it for the March election. When anyone registers to vote in Hampton the system will scan the statewide checklist and automatically remove that name from the prior town's list of voters. She is working with Systems Engineer, Paul Paquette, to ensure that the computer system is sufficient.

The federal government is working on another program that will affect the Town Clerk's office. This is a plan to safeguard against terrorists obtaining new identities through papers stolen from clerks' offices. She listed some requirements that will come from the government and feels that her office is secure and all vital records are stored nightly in the vault.

2 – FIRE CHIEF HANK LIPE – FIRE FACILITIES PLAN

Fire Chief Lipe introduced Rich Landry the architect that he has been working with him to develop the future fire stations. Chief Lipe provided the Board with a cost estimate and a printout for the proposed facilities. The project includes a beach substation as well as expanding the headquarters uptown. The concepts take into account, minimum square footage and cost effectiveness.

The proposed Town headquarters is 9,200 square feet. Total facility cost is \$1,773,880 which includes essential areas for decontamination, an additional apparatus bay, communications and administrative space. The stations have been designed to have a similar look while incorporating the character of the seacoast.

Mr. Landry reported that site work at the beach substation will be expensive because of the soil type. There will be additional architectural, engineering and geo-technical costs because of the soil conditions. The proposed square footage of the beach substation is 6,200 for a cost of \$2,080,000.

Mr. Moore inquired about using the Court House as an administrative facility for the headquarters. Chief Lipe said that the cost of moving and restoring the building would be very expensive. He also said that it would be difficult

to provide an accurate cost analysis. In addition the square footage is 3,088 square feet which is not enough space as an addition would need to be built.

Mr. Moore asked if it was necessary to have elevators in both stations as the public does not have access to these buildings. Mr. Landry said that he would highly suggest that elevators are included as it could cause a lot of protest and numerous problems in the future.

Mr. Griffin asked if a meeting room for the Beach Precinct Commission has been incorporated in the plans of the beach station. Chief Lipe said that costs have been kept to a minimum and that a meeting room area has not been included. Mr. Barrington said that he had talked to the Police Department and he was told that the Precinct Commission is welcome to use the training room at the police station.

Mr. Pratt asked if the cost of the substation would be less at the proposed Church Street location. Chief Lipe said that it is likely that the cost would be less but he did not have a prepared cost analysis. The soil quality is suitable for building. Mr. Pratt also inquired if it would be wise to build the headquarters station in 2006 and then the beach station the following year so that not as much money was spent in one year. Chief Lipe said that it is a decision that the Board of Selectmen would have to make. He said that it would be possible to build the headquarters first and then the substation. Mr. Barrington mentioned splitting up the project could potentially increase the cost because of the additional costs of issuing bonds twice and the fact that the buildings would not be bid on at the same time and construction prices are likely to increase. Mr. Pratt said that the Board needs to consider the practicality of the project getting voter support.

Chairman Workman asked if the Church Street location would require off site adjustments or reconfiguration of traffic. Chief Lipe said Highland Avenue is not conducive to emergency vehicles during the summer months when traffic is heavy. It is not an efficient location to travel from as the streets are narrow and it is difficult for emergency vehicles to travel on and it is likely to increase response times. Chief Lipe said that he does not favor the Church Street location.

Chief Lipe concluded by saying that every possible concept has been considered and researched to keep costs to a minimal level and the buildings functional. He believes that public safety is paramount and he is concerned that it may be jeopardized in lieu of parking space revenue. The fire station needs to be accessible and efficient for all Hampton residents.

III. OLD BUSINESS

1. TOWN MANAGER'S REPORT

With Bill Wrenn's confirmation as the new Commissioner of Corrections, his retirement as Police Chief will be effective December 31. He will be going on leave around the middle of next week, and at that time Captain Jamie Sullivan will be named the "Officer in Charge" until his official swearing in ceremony as Police Chief at the beginning of the January 2, 2006 Selectmen's meeting.

Fire Chief Hank Lipe has reported that Captain Guy Larivee has indicated his plan to retire shortly after the first of the year. The letter with the specific date is expected in the near future.

Building Inspector Kevin Schultz reports that the water has been drained and anti-freeze put into the plumbing at the old District Courthouse. Water and gas meters have been removed. The electricity is still on while we are

inviting bids on (1) asbestos abatement and/or (2) demolition of the building. We expect to disconnect the electricity before the end of the month.

After making inquiries about the police coverage for the Christmas tree lighting and the Christmas Parade, Mr. Barrington has found that there were no private details at either event. There are lights on the horse drawn wagon that was used at the tree lighting, and the officers who were there were on-duty. On Saturday, Chief Wrenn had scheduled extra officers, as we have consistently done over the years, for the parade coverage. Mr. Barrington has enclosed an e-mail from Captain Jamie Sullivan explaining the staffing configuration for both events.

Mr. Barrington spoke with Cliff Sinnott of the Rockingham Planning Commission about the Bike Path / Road Widening project. Mr. Sinnott believes that some portions of the road work may be eligible as being ancillary to the bike path aspect of the project, but suggested that Mr. Barrington speak with Ram Maddali with the New Hampshire Department of Transportation about that. Mr. Barrington is awaiting a return call from Ram.

Last Monday the Town Manager's office received a phone call about parking on Cole Street. Since it is a private road, parking is not an issue we normally concern ourselves with enforcing; however, where we have Fire Lanes posted, we do provide enforcement of violations. Citizens who have complaints about Fire Lane violations should call the police department for enforcement. Snow parking ban does not apply on private roads. The Town does not concern themselves with that.

The Visiting Nurses will be holding a flu shot clinic at the Town Office next Wednesday, December 14, between 10:00 AM and 1:00 PM in the lobby. Cost will be \$30.00 or Part-B Medicare.

Mr. Barrington said that after the action of the Budget Committee last Tuesday evening, the Board of Selectmen need to have a philosophical discussion of policy direction in order to adequately respond in a way that the voters will have a reasonable choice on election day.

Mr. Barrington also reminded the Board of the Selectmen that the official photograph will be at 6:30 Monday, December 19 at Memories Studio.

The annual Town employee Christmas party will be held from noon to 1:30 on Tuesday, December 30. The office will be closed during this time.

The Town's labor law bills for the month were a little over \$4,000 to Sheehan Phinney Bass & Green and \$9,400 to Jim Higgins for negotiations.

In addition, the Town paid the County tax bill totaling \$2,559,336.00 this week.

Selectmen's Response to the Manager's Report

Mrs. Bridle-Russell asked if the Town uses private detail. Mr. Barrington said that it is common for private details to be used during special events and construction projects. In addition he explained that the Town had extra police on duty during the Christmas parade to help deal with the crowds of people and traffic congestion. These police officers were scheduled according to their regular hours per week.

Mr. Moore inquired about the Hampton Falls Dispatch rate and whether the Town Manager had the opportunity to discuss the concept with Chief Lipe. Mr. Barrington mentioned that he did speak to Chief Lipe and suggested that it be indexed against a standard Consumer Price Index. Mr. Barrington also discussed the dispatch arrangement

with the Hampton Falls Town Administrator, Eric Small. It appears that he is agreeable to the five year agreement.

Mr. Moore asked about the status of the traffic study at Winnacunnet High School. Mr. Barrington said that he has seen the traffic counters out there doing the count but, has not communicated with the traffic engineer or superintendent in regards to the status of the project. He will provide the Board with an update at the next Selectmen's meeting.

Mr. Griffin asked how the Fire Department will be affected when Captain Guy Larivee retires. Mr. Barrington said that the hiring process will include promoting a lieutenant to replace the Captain, promoting a firefighter to lieutenant and then a new firefighter will be hired. New Hampshire Fire Standards and Training will be the source of receiving qualified candidates for the position. It will take approximately three months for the process to be completed.

Mr. Pratt MOTIONED to have a non-public session at the end of the Selectmen's meeting as outlined in RSA 91-A:3 II(a). **Mrs. Bridle-Russell SECONDED.**

VOTE: UNANIMOUS FOR

2 – ENCUMBRANCES

Last week the Board reviewed the \$30,000 article from the Library. According to the Library Director there were problems with receiving bids on the project. She requested that the Board of Selectmen encumber the article.

Mr. Pratt MOTIONED to encumber the \$30,000 to repair the library. **Mr. Moore SECONDED.**

**VOTE: 4 FOR
1 OPPOSED (Mrs. Bridle-Russell)**

3 – BUDGET

Mr. Barrington reported on last Tuesday night's Budget Committee meeting. The Committee moved to support a number equal to the default budget with which the Town is currently operating. Since then Mr. Barrington requested each department head to provide their thoughts on how to deal with the budget situation. After receiving the comments it was apparent that there is a need for policy and direction from the Board of Selectmen. Mr. Barrington said that the departments can try to squeeze here and there. He stressed that it is important for Hampton citizens to understand that when the budget is cut, so are services. For that reason the Town Manager is seeking direction from the Board of Selectmen on how to deal with the budget situation.

Mrs. Bridle-Russell commented that perhaps every department will have less to work with than before. She said that it is very important the Hampton citizens vote on the issues affecting them.

Mr. Moore said that he does not believe that warrant articles are the appropriate way to deal with the budget situation. He said that if department heads can cut expenses here and there that may help. In addition he suggested deferring hiring dates which may help to alleviate the financial strain. If the Hampton citizens vote to support the default budget rather than the proposed the Town will have more to money work with. He also reminded the Board that the cost of the additional transfer station hours needs to be included in the budget.

Mr. Pratt said that the Town provides a lot of services. In the past, citizens wanted these services and paid for them. He emphasized that the cost of providing these services has increased along with utilities and labor. People must realize that some of these services are going to be affected by the budget constraints. Mr. Pratt suggested that perhaps trash should be picked up once every two weeks. He also suggested that perhaps a list of services that will be cut be provided to the voters for consideration. In addition he said that the Board cannot expect the staff to work under these conditions forever. Mr. Pratt said that this is the third year that the budget has been cut and it is time that citizens tell the Board what services they want. He also noted that many other New Hampshire towns have much higher tax rates and do not provide nearly as many services. He emphasized that something has to be cut.

Mr. Workman stated that it is a difficult dilemma to do more with less. He has been a supporter of capital costs as he is aware that it will cost more in a few years. He said that the Town of Hampton provides good services. Every time that the Board has tried to manage the budget by cutting services they are seen as being vindictive.

Mrs. Bridle-Russell said that she is concerned about the number of valuable staff leaving. Every time there is staff turnover, efficiency decreases and expertise is lost. She said that it is something that the Board needs to be aware of. Mr. Griffin questioned if staff were leaving to go onto more progressive opportunities. Mrs. Bridle-Russell also commented that she does not think it is fair that one staff member is receiving a raise and others are not.

Mr. Barrington will provide thoughts and ideas to how to make do with less at a later date.

4 – MUNICIPAL SOLID WASTE COLLECTION ALTERNATIVES

Mr. Barrington said that the Town has been considering contracting trash collection for months. The Town held a pre-bid conference where approximately seven different firms attended. As a result many of these companies felt that they could not compete and there were only two proposals submitted. One was at virtually the same cost as the Town and the other was a smaller organization, Cape Disposal, who has been contracted by smaller communities such as Freemont. Mr. Barrington and Public Works Director John Hangen were impressed by this company which presented a five year proposal. Cape Disposal's proposal would save the Town over \$130,000 the first year. The only difference that the public would see is a different logo on the truck. This company also suggested a bag and tag system that could generate revenue for the Town. Those who dispose more would pay for it and this is something that the Town should consider. The proposed fee was \$1.25 a bag for the first two year's then it would be increase to \$1.50. Mr. Barrington spoke to the Town Administrator at Hampton Falls and he was told that they were pleased with their work.

Mrs. Bridle-Russell suggested that other towns such as Freemont should be contacted to get a reference in regards to the company's work.

John Hangen and Mr. Barrington developed a complete bid request document that included the exact same services (spring, fall and Christmas tree pick-ups). Cape Disposal pays their workers less and provides fewer benefits. The company also included a \$10,000 bid bond and would provide a \$200,000 cash performance bond. Mr. Hangen said that if money is the only issue than the Town could use the cheaper smaller company. The downside of that action is it would eliminate six positions. In addition there may be problems with hiring a contractor outside of Hampton during winter storms. Mr. Hangen said that there are alternatives that the Board should consider before making a decision. Alternatives such as hotels and restaurants receiving trash collection five times a week could be reduced so that all Hampton residents and businesses receive trash collection once a week. A mechanical trash collector would also be another method of cost reduction as it requires one third of the labor. In addition a pay as you throw fee would generate revenue.

For 18 years John has been instructed to provide prompt, efficient services. For the last three years the budget has been reduced and Public Works is considering doing things differently. Mr. Hangen mentioned that Hampton is the only New Hampshire community that does not charge for sewer services or trash collection as it is included in the tax base.

Mr. Moore agrees that the potential trash company reputation needs to be investigated and that the cash bond is a good incentive for considering using this company. Mr. Hangen mentioned that during snow storms the Public Works department has a lot of flexibility. Mr. Barrington said that changing trash collection providers is legally the Board of Selectmen's responsibility however; it can be presented to the voters as a warrant article if the Board wishes to do so. Mr. Pratt said that he would like to see it as a Warrant Article.

Mrs. Bridle-Russell said that she is bothered by the idea of eliminating six positions. She also commented that there are many differences between the other towns that this company is currently servicing and she is concerned about the service that would be provided during the winter months.

Mr. Hangen concluded by saying that he has worked for the Town of Hampton for 20 years and that Public Works garbage collection has not added one position during that time period. He strongly suggested that a pay as you throw system should be considered as a revenue generating alternative. The Board is interested in sitting down with Mr. Hangen to consider alternative actions.

5 – WARRANT ARTICLES

Mr. Barrington provided the Board with the updated Warrant Articles. He said that the Budget Committee suggested that the Special Revenue Fund be replaced by revolving funds for the Recreation, Fire and Police Departments.

Warrant Articles are due on January 10 by 5pm. Finance Director Dawna Duhamel has been working on refining the default budget. It should be available next week.

There was some confusion in regards to Article 9 – (“...raise and appropriate \$350,000 to be added to the Road Improvement Capital Reserve Fund...”) Mr. Moore said that originally the Board said yes and then decided not to include it.

Mr. Barrington is waiting for an amount from the New Hampshire Department of Transportation in regards to Article 11.

Mr. Pratt suggested splitting Article A (Fire substation) by proceeding with building the headquarters first and then the beach station.

The amount for Article 14 (“...raise and appropriate the sum of \$125,000 to rebuild the tennis and basketball courts at Tuck Field...”) will be updated.

Article 20 (“.....to support the Children's Christmas Parade.....”) will be submitted by the Board of Selectmen rather than the Chamber of Commerce.

Article 26 – (Fire Alarm Special Revenue Fund) is to be proposed to be dissolved

Article 24 requires an updated list of streets. In addition the warrant will include the wording "raise and appropriate".

Article 22, 23 and 25 – will be removed

Article E ("....raise and appropriate \$588,000 for the purchase of an aerial ladder truck for the Hampton Fire Department...") is a five year deal. The question mark needs to be deleted.

Article I – (sewer improvements) - haven't confirmed exact amount yet the bond is traditionally paid over 20 years.

OLD BUSINESS – CONTINUED

Mr. Moore MOTIONED to approve the five year dispatch services agreement for Hampton Falls at the current rate plus CPI increase. **Mrs. Bridle-Russell SECONDED.**

VOTE: UNANIMOUS FOR

Mr. Griffin asked if the streets in the island area are going to be replaced. Mr. Barrington said that they are providing a smooth cover and will be patched over. Mr. Barrington is not certain if there will be a complete replacement and will need to look into that.

Mr. Griffin asked if there was an update on the proposed summer construction work. Mr. Barrington said that the meeting with the contractor was canceled because of the snow storm last Friday. He has rescheduled for next Wednesday.

IV. NEW BUSINESS

V. MINUTES – DECEMBER 5, 2005

Page 7 – Article 9 – should read – article will not be put forward - delete

Mr. Moore MOTIONED to accept the minutes as amended. Mrs. Bridle-Russell **SECONDED.**

VOTE: UNANIMOUS FOR

VI - CONSENT AGENDA

VII - PUBLIC COMMENT

William Bowley addressed the Board. He is concerned about outsourcing the solid waste removal. He does not believe that the money that will be saved will benefit the taxpayers of Hampton. Mr. Bowley has not heard many complaints about the trash collection and feels that the Town provides a good trash removal service. He is concerned that the proposed company does not have trucks. Mr. Barrington provided clarification for the record that the proposed company does have trucks.

Anne Kaiser addressed the Board. She said that the Town should consider charging for beach parking stickers. Ms. Kaiser said that this would generate revenue for the Town and it would be a system where

people who park along the beach pay. She is planning on creating a petitioned article in regards to this subject.

VIII. ADJOURNMENT

Ben MOTIONED to adjourn the meeting at 9:50 PM. Cliff **SECONDED**.

VOTE: UNANIMOUS FOR

Chairman